



Los Alamos Postdoc Program Office  
MS M719, P.O. Box 1663  
Los Alamos, New Mexico 87545  
505-667-0872/Fax 505-667-1319

March 8, 2011

Dear Employer,

The Los Alamos Postdoc Association is pleased to announce the opportunity for participating employers at the Career Fair to be a sponsor for the event. Sponsorships are intended to give employers the opportunity to showcase their support for the LANL Career Fair, and will assist in the operational details of the Career Fair, such as venue fees, catering, and supplies for the attendees. The suggested sponsorship is \$1000, although any amount will be welcome. Generous sponsors will receive prominent advertisement in all publications pertaining to the fair. A detailed list of sponsorship benefits follows:

- Corporate logo/name prominently displayed on the Career Fair website
- Corporate logo/name displayed on day-of-fair materials (banners, informational material)
- Verbal acknowledgement of sponsorship at social on the night of August 31st
- Verbal acknowledgement of sponsorship at the Career Fair on September 1st
- Priority table placement - multiple sponsors will receive priority in the order that sponsorship is declared

#### Sponsorship Process:

- Sponsorships will be coordinated with your company via communication with a Career Fair organizing committee member.
- Because we must comply with LANL and federal regulations governing our receipt of sponsorship funds, we ask that sponsorships be arranged in one of the two ways listed below:
  - 1) Your company may send us a check accompanied by a letter specifically stating the check number, what the funds will be used for, and that the excess will be returned to them. We will not provide you with an invoice before we receive sponsorship funds, but after the event will provide you with a detailed receipt showing how the funds were spent.

2) The catering company (or appropriate goods/service provider) can send an invoice or quote directly to your company if your company requires that you have an invoice or bill before you submit sponsorship funds. This will avoid having to deal with LANL rules and regulations governing the method outlined in (1).

Please complete the form on the next page and return according to instructions to notify us of your sponsorship.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rollin', with a large, sweeping horizontal stroke underneath.

Bertrand Rollin  
*Career Committee Chair*

## **Los Alamos Postdoc Career Fair Sponsorship Form**

### **Company information**

Name of Company:

Address:

### **Company contact information regarding sponsorship**

Name:

Email:

Phone:

**Amount of sponsorship** (suggested amount \$1000):

### **Method of payment:**

Method 1: Your company may send us a check accompanied by a letter specifically stating the check number, what the funds will be used for, and that the excess will be returned to them. We will not provide you with an invoice before we receive sponsorship funds, but after the event will provide you with a detailed receipt showing how the funds were spent. Please attach the letter to the check.

Method 2: The catering company (or appropriate goods/service provider) can send an invoice or quote directly to your company if your company requires that you have an invoice or bill before you submit sponsorship funds.

Please submit this form by clicking the submit button or by sending a copy to [bertrand@lanl.gov](mailto:bertrand@lanl.gov).

Thank you for your support!